

OSDiscussions...

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STAR 2003 ... Bringing Departments and Vendors Together - By Bill Funk

For two days at a time when it appeared winter would not end, the annual STAR (Statewide Training and Resources) Exposition was held at Worcester's Centrum Centre in "The Heart of Massachusetts." Cities, Towns, Municipalities and Commonwealth employees were well represented at **STAR 2003** with 1900 attending this excellent two day event and enjoying the Education Workshops, breakfast, lunch, daily door prizes and music - all **supported 100% by exhibitor booth fees**. More than 275 exhibitors were in place representing Commonwealth contractors and departments, offering information on commodities and services under existing Statewide and Multi-Department Contracts to those interested in understanding more about contract resources. More than 40 MWBE contractors exhibited at STAR this year.

This year we also had a large selection of workshops. The 16 Education Workshops were well received by nearly 600 attendees with some workshops having standing room only. Attendees participated in this excellent two-day event, attended career development sessions, received course credits (if they wanted) and it was all FREE. Sessions that would have cost anywhere from \$99 to \$200 were at no charge - all at STAR. Want to be someone who receives STAR "benefits?" Just forward your email address to me, Bill Funk, to move onto the STAR 2004 email list for information, as it becomes available for next year.

Some attendee comments were: *"This was my first time...congratulations...on a great show. The workshops were very educational and meeting the vendors was very interesting."* *"...please accept and extend my sincere congratulations for an excellent show this year."* *"...I have used several vendors recently from the STAR conference. They are very appreciative."* One of the exhibitors stated: *"...there were more key personnel/decision makers than in the past, [which generated] a lot of new leads."*

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Pictured are Peter Sasso and Kent Barkhouse from OSD (right of picture) visiting the New England Office Supply booth at STAR 2003.

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the Internet!

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under News And
Updates

OSDiscussions/Spring 2003

Vehicles & Related Services News Briefs-

Ronald Whitaker

The Vehicles & Related Services Procurement Management Team (VRSPMT) has been busy during this winter. This past season has seen record use of Road Salt VEH40, Pre-Mixed Sodium & Calcium Chloride VEH43, Washed Sand VEH44 & VEH45 and Liquid Calcium Chloride VEH47.

The VRSPMT continues to plan the use of the Reverse Auction tool for some of their upcoming procurements. The direct

impact of vendors bidding live and viewing each other's anonymous bids has stimulated pricing competition, which has lead to large cost savings for the Commonwealth. The eight-year contract for Reflective Sheeting Signs has generated cost savings of over **\$1,000,000.00** over the life of the contract. Other VRSPMT activities include:

Motorized Vehicle Parts VEH11: This contract has been extended through March of 2004, and an OSD Update listing all current contractors will be forthcoming. The contract has one extension remaining but the VRSPMT is considering the development of a new contract for bid. A final decision will be forthcoming in the fall of 2003.

500-Gallon Used Motor Oil VEH20: This contract has been extended through May of 2004. This statewide contract is in conjunction with the Department of Environmental Protection.

Hybrid Vehicles VEH34: Currently the VRSPMT is in the process of renewing the Hybrid Vehicles contract; and a new OSD Update will follow. For those not familiar with this contract, Hybrid vehicles operate on electricity (0-20 mph) and on gasoline thereafter. This is the last contract extension and a new contract will be developed next winter.

Fleet Management Services ST9L431: The team is currently in the process of renewing this contract, which has two remaining extensions after this year.

Light Natural Gas (CNG) Vehicles VEH38A: The VRSPMT is pleased to announce we will be awarding a contract in seventeen (17) various vehicle including categories such as passenger vehicles, passenger vans; police cruisers; cargo vans; pick-up trucks and special vehicles for the MASS Highway Department and the Metropolitan District Commission. The PTL would like to thank Jim Derrico of MHD, Don Whitman of MDC and Herb Faulconer of OSD for their work and support of this contract.

Glass Beads, Recycled VEH39: This contract has been extended through March of 2004. A price reduction for standard beads from \$0.21 to \$0.2075 was obtained. The PMT would like to thank Marcia Deegler, EPP for her support and teamwork on this contract.

Road Salt VEH40: The team has met with all current salt vendors as well as four (4) contractors who are not currently on contract. The team is assessing our contract to determine whether or not it will be feasible to seek a pricing decrease or do a new contract. It's felt that it was imperative to check the current status of the salt market. A final determination will be forthcoming in June. In addition, the team has been involved with Massport, which has land available for salt storage.

Boat RFR: The VRSPMT is looking at current statewide procurements in an effort to determine whether a new RFR should be completed. Our efforts are fueled by the new regulations, which will govern boating in FY2006.

If you are looking for an active role in making a difference in the statewide procurement process, then the VRSPMT is for you. You may contact the Procurement Team Leader, Ronald L. Whitaker at 617-720-3112 or via email at Ron.Whitaker@osd.state.ma.us. Happy and safe driving!

The Office PMT's Dollar Saving Contract Highlights -

Bob Guerard

The Office Equipment, Supplies & Services Procurement Management Team Members in a continued effort to save Eligible Entities as much money as possible will have reduced pricing on the OFF05 Paper and Envelope Contract and the OFF03 Office Furnishings Contracts. Look for detailed savings in the OSD Updates to be released during May, 2003.

Recycled Paper and Envelopes (OFF05): The PMT has decided to utilize a reverse auction alternative in negotiating pricing for 8-1/2" x 11", 20#, 30% white copier paper for purchases by all Eligible Entities on purchases during the month of June, July and August, 2003. If you have not submitted a survey as part of the volume purchase for use by the reverse auction you will still be eligible to purchase during this time period. The volume brackets to be negotiated, as part of the reverse auction will begin at the 40 case minimum purchase up-to the 880+ minimum case purchase. The goal is to truly **"Stretch the Paper Dollars" for all Eligible Entities of the Commonwealth.** Please watch for the OSD Update #99-201 to be posted by the end of May, 2003 at the following link on [Comm-Pass](#).

The Search is on for Team Members - Office Supply Contract - August 2003! The Procurement Team Leader (PTL) continues the search for new potential Team Members from any and all potential Eligible Entities to volunteer his or her time to develop a new Statewide Office Supply Contract.

If you are interested in being on the cutting edge of developing a new Request for Response (RFR) then call 617-720-3321 or e-mail me at office.ptl@osd.state.ma.us as soon as possible. I look forward to your participation and valued input.



Environmental Vendor Fair 2003 to
Focus on Cost Saving
Opportunities with EPPs - Marcia
Deegler

**OSD's 9th Annual Buy Recycled
and Environmentally Preferable**

Products Vendor Fair and Conference is not until October 8, but the event planning team is already hard at work. Over the past year, the Environmental Purchasing Program has worked with a number of agencies and departments on cost reduction through green purchasing. Now more than ever, the interest in such cost saving strategies continues to grow. That's why this year's Vendor Fair will focus specifically on opportunities to save money through environmentally sound purchasing. The planning team's goal is to provide attendees with practical up-to-date information that would help agencies and departments in this difficult time.

To achieve this goal, the event planning team needs your help. Please write back or call us with information about the EPP projects that saved you money or suggest discussion topics. You don't have to supply enough material for an entire workshop! Your information and ideas will help us tailor the Vendor Fair workshop program to address your specific issues and provide you with proven and specific ways to cut your costs while preserving the environment. Email Marcia Deegler at marcia.deegler@osd.state.ma.us with your suggestions or success stories!

Coming Your Way—Get Ready for Two New Statewide Contracts - Gloria Harris

Office Procurement Management Teams have done it again! Their hard work and efforts has literally put two more statewide contracts at the fingertips of Commonwealth's contract users.

Both contracts feature some of the most commonly and widely used products and services throughout the State.

Look for Upcoming Announcements:

Soon to be Released: OSD Update for the new Printing Contract (OFF15-Effective April 7, 2003-April 6, 2008). This is an expanded version of the old printing contract (I 650A—expires June 30, 2003). OFF15 not only provides offset printing, but also copying and full-scale mail house services. The OSD Update will provide users with detailed instructions on how to purchase these products and services within the Commonwealth's best interests and goals. Users will be able to take advantage of the prompt pay discount offered by all contractors after they negotiate for the best possible price for OFF15 products and services

Near Completion: A never-before-released statewide contract for photo and videographic products and services (OFF17). This new contract will offer not only film and photographic products, but also many services such as slide transfers, videotape duplicating and editing, videotape transfer to DVD, DVD duplication, etc. Contract completion is anticipated early June 2003.

For information, contact Gloria Harris, Deputy Procurement Team Leader/Office

@ gloria.harris@osd.state.ma.us or telephone me @ 617-720-3305 and stay tuned for more.



The Office Furniture PMT Dollar Savings Highlights -

Bob Guerard

Office Furnishings

(OFF03): The PMT has negotiated a "Big Buy" Promotion with Spaceworks, Inc. for an

additional cost savings for all eligible entities to purchase the following: Haworth Open Plan Cubicle Furniture and Workrite Ergonomic Keyboard; Mouse Pad; CPU Tower Holders and Monitor Lifts; and Haworth chairs, during the period from May 15, 2003 through August 15, 2003. Spaceworks, Inc. has increased the Haworth Premise \$100,000+ discount by 4.3%, Haworth Supplemental \$100,000+ discount by 3% and the Workrite discount by 3% for all volume discounts. If an eligible entity has the opportunity to purchase ten (10) or more chairs from the Haworth product line the eligible entity can receive one (1) free chair. The entity will realize average cost savings of 9% for the overall purchase when they purchase ten (10) chairs and receive the eleventh (11) chair free. In addition, the Prompt Pay Discounts are still in effect during this period: 1.50% - 10 days, 1.25% - 15 days and 1.00% - 20 days.

To view the current standard discounts please view page 15 and 30 of the OSD Update #01-19B. Please contact Robert Guerard, PTL, Office, Recreational and Educational Equipment, Supplies and Services at 617-720-3321 or at robert.guerard@osd.state.ma.us for additional details.

Facilities PMT News - Kristal Doherty & Michelle Bessler

The Facilities group is anticipating a busy summer. The FMT is in the process of awarding a new Tradespersons contract. The new contract number is FAC29. The contract is being awarded in MMARS under two MSA numbers - ST3J601 and ST3L431.

The FMT is pleased to announce the award of the Statewide Contract for Industrial/Commercial Equipment and Supplies, Contract Number: FAC28. This contract was awarded to three (3) statewide contractors: Abeco Fasteners, Grainger, and MSC Industrial as well as eight (8) regional Contractors: Carr Hardware, Ribco Supply, Snap-on Tools, Lappens Auto Parts, Kaufman Company, United Rentals, Safety Sources Northeast, and Safety Inc.

The initial term of this contract is twenty-four (24) months, which began February 10, 2003 and will run through February 10, 2005, with four (4) additional options to renew for up to twenty-four (24) months each. If all extensions are exercised the contract will end February 10, 2013.

Most of the contractors under this contract are working with either SOMWBA certified sub-contractors or manufacturers. This contract also has a variety of EPP (Environmentally Preferred Products) products. Another feature with this contract is the Prompt Pay Discount (PPD) that is beneficial for all eligible entities and offered by most contractors.

If you have questions on any of these contracts or suggestions for future Statewide contracts, please contact Kristal Doherty, Procurement Team Leader at kristal.doherty@osd.state.ma.us or Michelle Bessler, Deputy PTL michelle.bessler@osd.state.ma.us.

*** IT HARDWARE BITS AND BYTES *** - Gerry Ostrer

◆ ATT WIRELESS CONTRACT UPDATED

The Western States Contracting Alliance (WSCA) is an association of many state governmental entities for the purpose of making their contracts available to association members. In many cases, these contracts provide very favorable pricing and discounting resulting from the increased volume being processed through the WSCA contracts. The Commonwealth has joined a contract with the WSCA to take advantage of their wireless communications contract with ATT Wireless.

ITT09 is a current Commonwealth contract covering wireless services and equipment. The WSCA contract with ATT Wireless has now been included within the market basket of ITT09. The use of the ATT Wireless contract will result in the best pricing for ATT Wireless services, equipment, and supplies to all eligible entities in the Commonwealth. Special pricing on wireless equipment, service discounts on qualified charges, and multiple calling plans are available. For information, please reference the web site www.Comm-PASS.com and search for ITT09.

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Be sure to check out the next issue of OSDiscussions for an update on the **Comm-PASS Generation II project!**

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Easier Pricing for Medical and Surgical Commodities - Peter Sasso

The Hospital Procurement Management Team is creating a new way to obtain better pricing using the old way we received our supplies. What does this actually mean? In the previous HSP16 Medical and Surgical Supply contract, the agencies would negotiate

directly with distributors to obtain the best prices for supplies after the selection of distributors from the RFR submissions by the PMT. The new HSP20 Medical and Surgical Supply contract scheduled to begin July 1, 2003 will be using a Group Purchasing Organization (GPO) to obtain the pricing for the distributors. The selected GPO will be able to offer a lower price because of purchasing volume negotiated with the manufacturers. The goal of using a GPO is to offer lower acquisition prices, which is the price a distributor pays a manufacturer for a commodity.

The second RFR posted (HSP21) for Medical and Surgical Supply Distributors will also be using the GPO pricing for Commonwealth agencies and to distribute our Medical and Surgical supplies.

Brian Putnam, Medicine/Pharmaceutical PTL, assisted the Hospital PMT to utilize this concept since he has been using a Group Purchasing Organization for his Pharmaceutical purchasing with great success.

These are a few of the new contracts that the Medical PMT is currently working on. If you are interested in joining either the Medical or Laboratory PMT please call Peter Sasso at (617) 720-3307 or email me at peter.sasso@osd.state.ma. We are always interested in hearing your views and ideas about our Medical and Laboratory contracts.

Winter Heating Season Finally Ends - James Ferri

This winter was one of the coldest on record. According to the Energy Information Association (EIA), Northeast heating degree days for the October-February period were about 12 percent above normal and almost 35 percent above year ago levels. In addition to the cold weather, other factors caused the high heating oil prices. These factors included the so-called war premium associated with action in Iraq and low inventories of distillate fuel oil (heating oil and diesel fuel). These factors also caused heating oil prices to peak in March, when they usually peak in January or February when weather is the coldest.

Natural gas prices were also impacted by the cold winter. Wellhead prices have declined from the exceptionally high levels seen in February, but they still remain historically and unseasonably high. This has been primarily due to the low levels of working natural gas storage, which has been a cause of some concern. Significant replenishment will have to occur during the injection season to see lower pricing next heating season. Summer weather will play a major role in this, as natural gas plays a significant role in electricity production.

OSD heating fuel vendors performed well this winter, dealing with increased deliveries due to extreme cold weather and numerous storms. As well as servicing existing customers, we also provided heating fuel to a state entity when their vendor was unable to provide supply. Our contracts provide service, quality, competitive pricing and most important of all, delivery of the commodity. In addition, these contracts include SOWMBA certified vendors. The heating fuel contracts have remaining extensions and we will be working on these negotiations over the summer.

The Energy PMT is currently working on a Natural Gas RFR that we expect to have in place for next heating season. If you're interested in joining the Energy PMT e-mail Jim Ferri @ James.Ferri@osd.state.ma.us.



PCs and Peripherals!!!

PCs and Peripherals

(ITC05): Purchases of PCs for the past three years of the Big Buy were 8,600, 5600 and 4,500 PCs respectively. Our pricing was an average of \$300 a PC less

than the State of Connecticut contract, a differential of \$5.61 million over the past three years. A three-year, on-site warrantee for maintenance and repair of equipment provides additional savings of \$2.3 million. No freight cost is another savings. **Savings = \$7.9 million over three years.**

More Aggressive Pricing on Recycled Paper-by Robert Guerard & Dmitry Nikolayev

OSD's Office Supplies, Equipment and Services PMT just released updated pricing tables for Paper and Envelopes, Recycled for Office & Schools. Both contractors, xpedx/International Paper and Lindenmeyr Munroe, have reduced their prices on recycled copy paper! Some of xpedx pricing decreased by 7% while Lindenmeyr Munroe's pricing decreased by 6%. One of the envelope contractors, Worcester Envelope, followed suit and decreased their pricing by 1.5%.

But that's not it! During the last week of May, the PMT will conduct a winner-take-all online bidding event on orders of 40 cases and over of 8-1/2" x 11", 30% post-consumer, 20# white copier paper. The bidding event is part of the "Stretching the Paper Dollars Big Buy" program that will bring the pricing for larger paper orders even lower! The Big Buy pricing is effective June 2, 2003 through August 29, 2003 with deliveries by September 30, 2003. It is available for all Eligible Entities. For more information contact Robert Guerard, PMT Leader for Office Supplies, Equipment and Services at robert.guerard@osd.state.ma.us



Professional Statewide Service Contracts Available "Outside the OSD Box" - Tess Francisco and Michael Maguire

There are lots more services available to departments and eligible entities than just what's posted on the Operational Services Division (OSD) Professional Services page on Comm-PASS. Many contracts for professional services have been designated by OSD to other departments for procurement and management. Each of these projects has a formal written agreement between OSD and the designated department outlining the respective responsibilities before the project begins. In some cases the designated department has clear legal authority to provide the services in question, but is required to follow the procurement regulations, spelled out in 801 CMR 21.00. In other instances, the designated department has special knowledge of the services involved, how they are used, and is willing to devote the time and energy to collaborate with other departments to put together the project and administer it on behalf of the entire Commonwealth. In both cases, a Procurement Management Team, composed of members throughout state government is selected to give depth and input to the project.

To find more information on what Professional Service contracts are available and how to use them, use the contract numbers below in the "Search" field in Comm-PASS (<http://www.comm-pass.com/>). OSD Updates and information regarding use are posted on Comm-PASS during the term of each contract.

Deaf Interpretation and Transliteration—

#ST2J423: The OSD Update on this site contains live links to other sites that help educate and give current information to user departments. MCDHH is the designated management department for this contract.

Revenue Maximization and Cost Savings—

#ST3T092: This contract is new as of January 2003, and the OSD Update is expected shortly. Use will be by arrangement with The Office of the State Comptroller (OSC) only. OSC is the designated management department for this contract.

Debt Collection—#ST1T101: This contract is available through The Office of the State Comptroller (OSC). More information, including an OSD Update is available on Comm-PASS.

Fixed-Rate TELPs for small asset purchases over \$15,000—#ST8COMMTELP is administered by the Information Technology Division through the Executive Office for Administration and Finance.

Supplemental Educational Services—#03osere1:

This Contract is available through the Department of Education (DOE). For more information about this Contract, including Contract usage instructions and the list of approved providers, please see OSD Update 03-10.

For additional information, suggestions and/or comments on Professional Services contracts please contact Tess Francisco, Procurement Team Leader at 617-720-3135 or Tess.Francisco@osd.state.ma.us or Michael Maguire, Deputy Procurement Team Leader at 617-720-3380 email michael.maguire@osd.state.ma.us

IT Software and Services – ASAP, ITS07 and

Microsoft News - Marge MacEvitt

ASAP Software – a new Contract with even better prices

If you haven't seen the OSD Update announcing ASAP as the winner of the new Software Reseller Contract beginning July 1, 2003, please take a moment to review it. Go to www.mass.gov/osd "Current Statewide Contracts," and click "Contracts and Updates" under "Information Technology..." The new contract is ITS14.

ASAP's markup on Microsoft products is now 0%, and their maximum markup has dropped to 2%. ASAP has implemented the new pricing for their current contract, ITS01. Also, note the new OSD portal link to ASAP's website under "Related Links." The OSD Update explains how to take advantage of this site, which makes it easy to obtain pricing on the more popular software packages without even requesting a quote. For packages such as Microsoft and Adobe, where pricing is not dependent on volume, agencies can even submit orders without getting quotes in advance (although you should always check with ASAP if you are not sure which version of a package applies to your circumstances).

ITS07 Renewals – Wake-up call: Although the renewal process for ITS07 was started in December, only about 25% of the contractors on ITS07 have renewed their contracts as of May 8, 2003. Of even more concern is that of the 180 contractors who have done business with State agencies this fiscal year, only one third have renewed. If you are currently doing business with an ITS07 Contractor, please take a moment to check whether they have submitted their renewal paperwork. Visit the Contract page for ITS07 (www.mass.gov/osd) "Search for Contracts and Solicitations," "Search," and enter ITS07 in the "Bid Reference Number" box, then click "Search." Two links will come up; click the first one) for information on which companies have not yet submitted paperwork. There is a link to a listing, as well as the names of companies who have submitted since the latest listing was published. Please encourage your contractors to submit their renewal paperwork if they have not done so.

Microsoft: If your agency uses Microsoft and you didn't receive an eMail recently discussing Software Assurance and the new Select 6.1 agreement, please go to the Contract page for ASAP's current contract, ITS01, and review the latest posting on Microsoft. Briefly, agencies which have Software Assurance and wish to retain it will have to obtain it before the end of September, 2003. Once that deadline has passed, agencies wishing to upgrade to a new version of a package will need to obtain a new license.

For additional information or questions on the above mentioned contracts, please contact Marge MacEvitt, Procurement Team Leader for IT at 617-720-3121 or via email at Marge.MacEvitt@osd.state.ma.us

New Solicitation Notification Services

Interested in automatic email notifications when a new solicitation matching your customizable profile is posted? Go to <http://www.Comm-PASS.com> and learn about the new Solicitation Notification Services available by subscription!

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Save money on your next print job by contacting Central Reprographics at (617) 720-3317.

Looking for a Statewide Contract?
Try the OSD Current Statewide Contracts listing at www.mass.gov/osd & follow the links to the Current Statewide Contract site or
Search Comm-PASS www.Comm-PASS.com
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Clothing-Uniform Apparel, Public Safety-Fire/Emergency Medical Services (EMS) & Food-Prime Grocer PMT Announcements - Betty Fernandez

Uniform Apparel: The Uniform Apparel Procurement Management Team (PMT) is pleased to announce the RENEWAL of the Statewide Contract for Uniform Apparel, Footwear and Accessories (CLT04) covering the following four categories: basic uniform, footwear, accessories and miscellaneous. In addition to the categories mentioned, this contract also provides pricing for customized items for the State Police and the Department of Correction, pricing for emblems, patches, insignias, etc. and environmentally preferable safety vest.

The renewal of this contract is effective for twelve-months from February 25, 2003 through February 24, 2004 with three options to renew at twelve months each remaining. **OSD Update 01-27A** [ftp://ftp.comm-pass.com/Data/0097380008.pdf](http://ftp.comm-pass.com/Data/0097380008.pdf) General Information and a list of contractors is now available on Comm-PASS (www.comm-pass.com) or for the direct link to the page http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=009738.

Fire/EMS Equipment and Supplies and Related Repairs and Services: The Firefighting Procurement Management Team is pleased to announce the award of the **Fire/EMS Equipment and Supplies and Related Repairs and Services (FIR02)** statewide contract to thirty-five contractors. This contract covers the Fire, EMS and Related repairs and services categories. The initial duration of this contract is from March 27, 2003 to March 27, 2005 with four twelve-month options to renew through March 27, 2009.

The following information is now available on the Comm-PASS web site for your convenience: OSD Update 03-20 [ftp://ftp.comm-pass.com/Data/0141060016.pdf](http://ftp.comm-pass.com/Data/0141060016.pdf) General Information for the statewide contract, Contractor's Manufacturer's Discount and Pricing Information [ftp://ftp.comm-pass.com/Data/0141060014.pdf](http://ftp.comm-pass.com/Data/0141060014.pdf) and all other related files may be obtained by using this direct link http://www.comm-pass.com/Comm-PASS/Scripts/xdoc_view.idc?doc_id=014106.

Prime Grocers (GRO14): Departments should please note that Betty Fernandez, Procurement Manager, is now handling the Prime Grocers (GRO14) statewide contract. Please feel free to contact Betty with any issues, complaints or concerns you may have regarding this contract.

As always, any department interested in getting involved with any initiatives mentioned above, or if you have any comments or suggestions please contact Betty Fernandez, Procurement Team Leader, 617 720 3133 or e-mail Betty.Fernandez@osd.state.ma.us.



New Services, More Knowledge, New Colleagues, and Old Friendships—Join a Professional Services PMT-Tess Francisco and Michael Maguire

The Professional Services Procurement Management Teams (PMT) are initially put together by invitation to large, and selected small user departments. We are interested in people who acquire, use and pay for the services. All of those groups need to be represented on the PMT to make the project representative and to ensure that the resulting contract will run as smoothly as possible.

Typically, the PMT is composed of about 8-20 individuals. For Professional Services contracts PMT members are active from RFR development throughout the life of the contract. While the initial year requires a significant input of time, the PMT decides how to structure the request, deliver services, and monitor the contract for compliance and ease of use. The stable nature of the PMTs also fosters interagency communication, collaboration on other projects, and professional friendships among members. Whether you join a new Professional Services project PMT or a PMT that is currently working on an existing project, you will be welcomed and can contribute ideas and provide input to help the project.

If you are interested in becoming a Professional Services Procurement Management Team member, please contact Tess Francisco, Procurement Team Leader at 617-720-3135 or email tess.francisco@osd.state.ma.us or Michael Maguire, Deputy Procurement Team Leader at 617-720-3381 or email michael.maguire@osd.state.ma.us



Subscribe to the Environmental Purchasing Newsletter! - Dmitriy Nikolayev

Recently, OSD's Environmental Purchasing Program began publishing the **EPP Buyer Update**, an electronic newsletter. The newsletter is distributed as a link to an online document and includes:

- Current information on environmentally preferable products and services (EPPs),
- Links to new statewide contracts for EPPs,
- Information on upcoming events,
- Environmental purchasing tips for offices, facilities and schools, and
- Answers to subscribers' questions about EPPs.

A new issue is coming up! Subscribe today to be informed about all the latest and greatest in the world of EPPs. Please forward this information to others that may be interested! To view past issues and subscribe, please visit http://www.state.ma.us/osd/enviro/newsletter_form.html. Contact Dmitriy Nikolayev at dmitriy.nikolayev@osd.state.ma.us / 617-720-3351 for more information.

Cost Savings in Telecom! - Richard Mordaunt

Verizon Wireless has agreed to increase discounts to the Commonwealth on contract ITT09. Most cellular phone users have a discount of 13% today. **The new discount effective now is 17% but users must request the discount.** The 17 % discount applies to most current plans. Email your Verizon Wireless representative (Michael.DesRochers@verizonwireless.com) and ask for the 17% discount! (Employee Discount was changed from 13 to 15% for the same services)

AT&T Wireless: We are joining a multi-state consortium to get better prices for AT&T Wireless cellular service on contracts ITT09. By June 2003 the price of your cellular phone services should drop because of the new 15% discount. The discount for cellular phones will go from 20% discount to a \$50 discount per phone. If you have AT&T Wireless services you don't need to do anything to get the additional discount. AT&T Wireless will automatically apply the new discount to your account! When ordering new products or services you need to refer to Massachusetts's contract ITT09 & WSCA contract 10-00115 to get the discount.

NexTel Communications is also a cellular phone service provider on contract ITT09. A comparison of NexTel's rates with the multi-state consortium and other contracts was completed. It was found that the Massachusetts contract already has the best rates around for NexTel!

Telecommunications Service Audit Contract. The objective of the Telecommunication Services Audit Program is to engage contractors to identify current or past billing overcharges and/or improper tariff rates and to negotiate a refund for overcharges with telecommunication companies on behalf of the Commonwealth agencies.

Audits of your current telecommunications bills are at no cost to you! The audit contractors are paid a percentage of the savings they identify. Hopefully, once savings are found the Telecommunications Service provider will bill correctly in the future and 100% of the savings are yours! See OSD Update 00-58A for more information: <ftp://ftp.comm-pass.com/Data/0080550007.pdf> Also see Comptroller Memo FY# 2003-24: <http://www.state.ma.us/osc/Accountg/fiscmemo/fy03-24.html>

Arch Communications has agreed to reduce the monthly rate for Alpha Numeric Pagers by \$1.00 per month. The reduced rate will be effective in your June 2003 invoice if you are using Arch pagers.

For information on any of the above mentioned contracts or if you have suggestion and/or comments please contact Richard Mordaunt, Procurement Director at 617-720-3302 or via email Richard.mordaunt@osd.state.ma.us

Medicine & Medical Services PMT Briefs - Brian Putnam

Maintenance and Repair of Medical and Lab Equipment:

A new statewide contract MED25 will start on July 1, 2003 and will be loaded on the MSA tables in MMARS as ST4L491. Departments using MMARS when pre-encumbering FY2004 funds may use MSAVENDOR as the vendor code but must reference MSA ST4L491 in creating the SC document. The new contract will replace the current contract (MED09 - ST8L491) which ends on June 30, 2003. The contract provides for time and material pricing or allows departments to establish specific maintenance agreements for pieces of equipment under the umbrella of the contract. I expect that the contract will initially contain 25 to 30 contractors. Other vendors may be added to the contract, under a rolling enrolment provision, by the PMT throughout the life of the

IT HARDWARE (Continued from Page 3)

◆ IT BIG BUY 2003 IS AVAILABLE

Need PCs? The IT Big Buy 2003 program provides PCs to all eligible entities at extremely attractive pricing. Through out the life of this program, the IT Hardware PMT negotiates new prices and PC desktop models with primary (on contract) original equipment manufacturers such as HP/Compaq, Dell and Gateway. Up to date PC models at very aggressive pricing are therefore maintained. Current dollar savings are averaging 31% below standard list prices. Since July 2002, the Big Buy 2003 program has been active and is running concurrently with the Mass Mail Initiative program. Big Buy 2003 will continue to be active through June 2003. In this difficult economy, this is an opportunity to make those limited PC dollars work effectively. All eligible entities should look closely at this program. See information, specifications and ordering instructions on the BIG BUY 2003 program at <http://www.state.ma.us/itd/>.

Statewide contracts are developed to serve you. Your ideas and thoughts are important to us. Please consider participation on an IT Hardware Procurement Management Team. You are invited to contact Gerry Ostrer, Procurement Manager - IT Hardware and Network Integration Services, at 617-720-3106 or E-mail at gerry.ostrer@osd.state.ma.us.

contract. This provision allows the PMT to meet changing or un-met needs of departments under the umbrella of one contract. The PMT will also periodically remove vendors from the contract that are not being used by departments. If a department needs to use a vendor that is not on the new contract please contact the PTL and we can work together getting the vendor added.

Pharmaceutical Prime Vending contract MED17: The contract with AmeriSourceBergen will be extended to July 1, 2004. The entire state will be serviced from the newer, former Bergen, distribution center in Mansfield, MA. Due to a large merger and consolidation the Malden distribution center closed in January and the Springfield distribution center will be closing within a few weeks. The Procurement Team Leader (PTL) toured the Mansfield facility and came away impressed by both the facility and the quality of the operation.

Influenza Vaccine: The Vaccine PMT has awarded MED26 Influenza Vaccine for the 2003 - 2004 Flu Season to Aventis Pasteur. OSD Update 03-15 containing the contract details may be downloaded from www.mass.gov/osd.

If any of the readers would like to contact me (PTL Brian Putnam) my direct phone number is (617) 720-3328 and my e-mail is brian.putnam@state.ma.us.

E-mail *anyone* at OSD by sending it to their first name.last name @osd.state.ma.us

A listing of OSD telephone numbers can be found at www.mass.gov/osd

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OSDiscussions/Spring 2003

Recent OSD Updates

(Copies of OSD Updates are available, listed by category and numerically, on the Internet at www.mass.gov/osd)

PMT	Statewide Contract(s)	Contract Number(s)	OSD Update	Action
Facilities	Industrial/Commercial Equipment and Supplies	FAC28	03-21	New Contract
Facilities	Moving Services	ST8J591	99-14B	Contract Extension
Facilities	Scrap Tire Disposal Services	ST0J39S	00-41B	Contract Extension
Information Tech.	Video Conferencing Equipment and Services	ITC15, BT3L412, BT3H032	03-17	New Contract
Information Tech.	Software Reseller Contract	ITS14	03-18	New Contract
Information Tech.	Oracle Full Services	ITS08	03-19	New Contract
Medicine	Influenza Vaccine for 2003-2004	MED26	03-15	New Contract
Office Supplies	Laser Printer Toner Cartridges	OFF06	99-37G	Pricing Update
Office Supplies	Audiovisual Equipment, Supplies and Services	OFF04	99-06D	Contractor Update
Office Supplies	Digital Duplicating Equipment, Supplies & Services/maintenance	OFF10	01-10B	Contractor Update
Office Supplies	Recycled Paper and Envelopes	OFF05	99-20I	Updated Pricing
Professional Svcs.	Revenue Maximization & Cost Avoidance Services	ST3T092	03-14	New Contract
Professional Svcs.	Court Reporter & Transcription Services	ST9J141	00-07C	Updated Contractors
Professional Svcs.	Commonwealth Credit Card Svcs for State Employees	ST8EE1A	03-16	New Contract
Professional Svcs.	Modification to Debt Collection Regs.	ST1T101	02-06A	Contract Update
Public Safety	Fire/EMS Equipment and Supplies with Related Repairs & Services	FIR02	03-20	New Contract
Telecommunication	Telecommunication Services Audit	OSC-RO-00-02	00-58A	New Contract

STAR 2003..... (Continued from page 1)

If you weren't able to attend this year's event, you might want to secure a copy of the **STAR 2003 Program Book**. The Program Book offers an excellent reference guide with company information, websites, and contract numbers and contact information. Contact me by email at william.funk@osd.state.ma.us with your mailing address and a copy will be forwarded to your attention along with information on STAR 2004, April 27 & 28, 2004 in Worcester.

AFFIRMATIVE MARKET PROGRAM INITIATIVES - Monserrate Quinones

■ AMP Vendor Procurement Workshop

The Affirmative Market Program held its 3rd Vendor Procurement Workshop in April. The AMP offers two training opportunities to the M/WBE vendor community annually in the spring and in the fall. To date we have trained approximately 200 vendors on all areas of state contracting including commodities, services, construction and design. For this training 51 vendors who were already certified or in the process of acquiring their certification were in attendance representing all types of vendors in terms of size, geographic area, business fields and experience. Feedback from survey responses included the following: 85% found the certification status valuable and 70% regularly visit Comm-PASS. Presenters for this workshop were Ellen Bickelman (OSD), Miguel Fernandes (MHD), Ripton Rowe (DCAM) and Monsi Quinones (AMP).

■ AMP Business Advisory Board

The AMP Business Advisory Board continues to work on various initiatives for assisting the AMP and departments in meeting its EO 390 objectives. One such initiative that the Board has been working on since last year is the Mentoring Initiative. A component of this initiative involves identifying specific contract areas where there has been little or no M/WBE participation. Both department and OSD Procurement Management Teams were asked to examine their contracts and identify those commodity and service areas where there has been limited M/WBE representation. The goal of the Board is to work with certified vendors and departments in increasing participation within those areas that lack AMP activity. We are in the early stages of this initiative and will keep you informed of our accomplishments with this initiative as they develop.

■ Capturing Subcontracting Expenditures

Part of the AMP Language Initiative includes creating a systematic methodology to capturing M/WBE subcontracting expenditures. Working closely with OSD senior staff, we are developing an approach that will enable the tracking of M/WBE subcontracting expenditures on statewide contracts. OSD intends to track subcontracting dollars and credit departments that purchase off of these statewide contracts that use M/WBE sub-contractors accordingly. This will be the first time that the AMP has attempted to capture statewide sub-contract information and credit departments. Hopefully, this initiative will assist departments in meeting fiscal year AMP benchmarks. This should also encourage departments to utilize statewide vendors participating in the AMP, ultimately increasing expenditures with and representation of M/WBEs on statewide contracts. We look to increase these department credits as we focus on using the new AMP Language on future RFRs. For further Affirmative Market Program information and updates, please visit our new website address at www.mass.gov/amp.

OSDiscussions/Spring 2003

General comments about this newsletter can be directed to:

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osd.state.ma.us